



**DEPARTMENT OF VETERANS AFFAIRS**  
**Regional Office**  
**701 CLAY**  
**Waco TX 76799**

In Reply Refer To: 349/262

Dear:

Thank you for your recent inquiry regarding designation as a Department of Veterans Affairs (VA) fee appraiser. Enclosed are VA Form 26-6681, Application for Fee Personnel Appraiser, and VA Form 26-6684, Statement of Fee Appraisers or Compliance Inspectors.

To qualify for approval as a designated fee appraiser, an applicant must show to the satisfaction of the Secretary that his or her character, experience, and the type of work in which he or she has had experience for at least 5 years qualifies the applicant to competently appraise and value within a prescribed area the type of property to which the approval relates.

In order to be eligible, an applicant must be licensed or certified by the state of Texas as a real estate appraiser.

A satisfactory credit report must be obtained for each applicant before designation.

An applicant must submit a minimum of five letters of reference attesting to the applicant's qualifications as an appraiser as listed on the application. At least two of the five letters of recommendation are required from other appraisers and the remaining letters from clients who have utilized the applicant's services.

A performance test will be given the applicant in order to evaluate the applicant's capabilities. The performance test will be on the Uniform Residential Appraisal Report Form and the subject to be appraised will be assigned by our office after all other requirements have been met. The applicant must certify on the performance test that he/she received no assistance from any other person(s) in completing the report.

Designation will not be made in those instances in which an applicant's employment or other position may result in a conflict of interest between such position or employment and

performance as a fee person with VA, or when embarrassment, adverse public relations, or adverse publicity concerning the applicant or VA might result.

Employees of Federal or quasi-governmental organizations, i.e., Federal National Mortgage Association (FNMA), Federal Home Loan Mortgage Corporation (FHLMC), postal service, will not be approved by VA as fee appraisers. Employees of local or state governments may be designated, but they must take care that appraisals made by them will not result in a conflict of interest or the appearance of a conflict of interest.

When it is possible, every effort will be made to only designate fee appraisers who (a) specialize in real estate appraisal, (b) have completed basic appraisal courses, and (c) are not connected with a firm or firms active in the origination of VA loan applications.

If you believe you meet the above requirements, please complete the enclosed forms; return them to us along with the letters of reference shown above and on the application form and a copy of your current state of Texas license or certification as a real estate appraiser.

Our fee personnel are required to have active telephone and facsimile numbers, internet access and an active e-mail address.

When the above information is received, we will determine if the basic qualifications have been met. Applications which meet the basic qualifications, but no vacancy exists, will be placed in a pending file and all eligible applications will be considered when a vacancy exists.

Sincerely yours,

*Diane Rogers*

Diane Rogers  
Chief,  
Construction and Valuation

Enclosure(s)

POSSIBLE CONFLICT OF INTEREST  
HUD DIRECT ENDORSEMENT STAFF APPRAISERS  
WHO ARE ON VA FEE ROSTERS

1. Staff appraisers employed by mortgagees under HUD's (Department of Housing and Urban Development) DE (Direct Endorsement) program must be full-time employees whose activities during normal business hours are confined to the business of the mortgagee. These appraisers may accept assignments to appraise properties from outside clients during evenings or weekends if permitted by their employer. HUD has asked to be informed of instances in which DE staff appraisers receive more VA appraisal assignments than can reasonably be completed on a weekend or evening basis. This information will be reported to the HUD office in each local jurisdiction.
2. VA fee roster appraisers who are also DE staff appraisers must disclose this fact, either on the annual submission of VA Form 26-6684, Statement of Fee Appraisers or Compliance Inspectors, (see Circular 26-80-12) or by some other method. Failure to disclose this information can be cause for disciplinary action. DE staff appraisers who accept VA assignments on properties in which their employer has an interest can be removed from the fee panel in accordance with Circular 26-80-12.
3. To review this matter, field stations shall obtain a copy of HUD's list of DE staff appraisers and compare it with their rosters. Personnel files of any appraisers on both lists should be reviewed for the matters discussed above. The number of VA assignments to such appraisers should also be reviewed to assure that such assignments can be reasonably completed on a part-time basis. When a conflict of interest is clearly shown, appropriate action should be taken against the appraiser.

R. J. Vogel  
Chief Benefits Director

Distribution: CO:	RPC 2022
SS (265B1) FLD:	VBAFS, 1 each (Reproduce and distribute based on RPC 2022)

**Fee or Roster Designation**Check One ☐ **U.S. Department of Housing  
and Urban Development (HUD)**HUD OMB Approval No. 2502-0122  
(exp. 11/30/94)**Application for  
Fee Personnel Designation**☐ **Department of Veterans Affairs  
(VA)**

VA OMB Approval No. 2900-0113

**Respondent Burden:** Public reporting burden for this collection of information is estimated to average 0.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, DC 20410-3600 and VA Clearance Officer (723), 810 Vermont Avenue, NW, Washington, DC 20520; and to the Office of Management and Budget, Paperwork Reduction Project (2900-0013/2502/0122), Washington, DC 20503. Do not send requests for benefits to these addresses.

**Privacy Act Statement:** The information you provide will enable the designated agency to determine whether you qualify for designation in the position for which you are applying. The information will not be discussed outside the designated agency without your consent except to verify its accuracy and, when relevant to civil, criminal, or regulatory investigations and prosecutions, including the routine uses identified in VA system of records, 17VA26, Loan Guaranty Fee Personnel and Program Participant Records, published in the Federal Register. It will not be otherwise disclosed or released outside the designated agency except as required and permitted by law. The Department of Housing and Urban Development (HUD) is authorized to collect this information by Title I, Section I of the National Housing Act (Pub. L. 479, 48 Stat. 1246, 12 U.S.C. 1701 et seq.). The Housing and Community Development Act of 1987m 42 U.S.C. 3543 authorizes HUD to collect the SSN. The Department of Veterans Affairs (VA) is authorized to collect this information by Chapter 37, Title 38 U.S.C. **Penalty:** The provision of the SSN to VA is voluntary, the provision of the SSN to HUD is mandatory. Failure to provide any of the requested information could affect the decision to approve your application since this decision will be made only on the basis of available information we currently have on record. This may result in a delay in the processing of your application.

**Instructions:** Please use typewriter or print clearly. Mail the completed form to the VA Regional Office or the HUD Field Office having supervision over the area in which you intend to operate. If this application is to be submitted to VA, an executed VA Form 26-6684, Statement of Fee Appraisers or Compliance Inspectors must be attached.

Designation Being Applied For:

- ☐
- Appraiser Real Estate**
- ☐
- Compliance Inspector**
- 
- ☐
- Staff Appraisal Reviewer**
- (Lender Appraisal Processing Program)

1. Name of Applicant (first-middle-last)		2. Date of Birth: (mo/day/yr)		3. Social Security Number		HUD required/VA Voluntary	
						3a. Sex <input type="checkbox"/> (1) Male <input type="checkbox"/> (2) Female	
4. Residence Address: (number & street or rural route, city or P.O., county, State, zip code)				5. Telephone Number: (include area code)		3b. Race <input type="checkbox"/> (1) White Non-Hispanic <input type="checkbox"/> (2) Black Non-Hispanic <input type="checkbox"/> (3) American Indian/ Alaskan Native <input type="checkbox"/> (4) Asian/Pacific Islander <input type="checkbox"/> (5) Hispanic <input type="checkbox"/> (6) Hispanic Black <input type="checkbox"/> (7) Asian Indian American	
6. Business Address:				7. Business Phone: (include area code)			
8. Present Occupation:		9. Name & Address of Present Employer:				10. Education:	
						a. High School	
						b. College	
						c. Name of Degree(s) (If applicable)	
11. Special Education or Training - Vocational, Business or Special Courses: (Enter course and school name and location)							

12. Professional Organizations of Which You Are a Member:		13. Registration/License Information:			
		Kind	Registration/License No.	State Where Issued?	Expiration Date
14a. Have You Been Previously Approved by VA or HUD for a Fee Position? <input type="checkbox"/> Yes (If "Yes," complete Items 14b & 14c) <input type="checkbox"/> No		14b. Office Name & Address		14c. Dates of Fee Activity for VA or HUD	
				From:	To:
15. Comments:					

16. State Principal Assignments During at Least the Past 5 Years: (attach additional sheet as necessary)

Period:	Number of Assignments	Name of Clients or Organizations

17. Business History During Past 10 Years: (attach additional sheet as necessary)

Dates From:	To:	Occupation:	Name of Employer:	Address:

18. For **VA**, List and Submit at Least 3 Letters Attesting to Your Qualifications. **HUD** Requires Three Reference Contacts Only.

References: (VA requires 5 references)

Occupation:	Address:

19. **To be completed by HUD applicants only:** To avoid the possibility of any conflict of interest, the following certifications are to be completed by personnel qualified to receive assignments from HUD or HUD approved lending institutions for HUD/FHA mortgage insurance applications. The term "interest" refers to direct interest as well as any "interest" held by relatives, business associates, or other controlled persons.

**Note:** Any of the following items that have been struck out and initialed are exempted from this certificate and are to be explained truthfully in an attached letter.

- (a) I do not own more than 10% interest in any lender doing business with HUD in the local HUD office jurisdiction.
- (b) I certify that I do not actively engage in the management or operation of a lending institution doing business with HUD.
- (c) I certify that I will not accept any assignments for fee work in a transaction in which I have an interest with respect to the mortgage, the borrower (if know), the property, the broker, contractor or contract owner involved (if any).
- (d) I have not been suspended, debarred or in any way disqualified from participating in HUD programs.
- (e) I certify that I have read HUD Handbook 4150.1, Valuation Analysis.

I, The Undersigned, Understand and Agree That:

- (a) The approval of this application does not constitute my appointment as an agent or employee of HUD/FHA or DVA/VA.
- (b) In performing fee work my status is that of an independent contractor.
- (c) My sole interest in all transactions shall be to perform fee assignments as required by HUD or VA standards and criteria.

I hereby certify that to the best of my knowledge all the information stated herein, as well as any information provided in the accompaniment herewith, is true, accurate, and complete.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

21. Date Signed:                      22. Applicant's Signature: (do not print)

X

**Reviewing Official** Complete the following items:

23. This Application has been reviewed and I hereby recommend:	24. Date of Action	25. Signature of Reviewing Officer
<input type="checkbox"/> Designation <input type="checkbox"/> Disapproval		X

This applicant is being recommended in the county(ies) appraisal areas and/or State shown below:

26. County(ies)    27. State:



**Department of  
Veterans Affairs**

## **STATEMENT OF FEE APPRAISERS OR COMPLIANCE INSPECTORS**

I HAVE READ the statement of the Department of Veterans Affairs policy and the prescription of standards with respect to the private interests and pursuits of the Department of Veterans Affairs fee appraisers and compliance inspectors and I understand that any departure therefrom or contravention thereof may be the basis for my removal. (Please read the notice on the reverse of this form.)

I HEREBY AGREE THAT:

I WILL NOT ACCEPT an assignment from the Department of Veterans Affairs to appraise or inspect any property in respect to which I am acting or will act in the capacity of broker or loan broker, in which I have or will have any other interest, or in which I have or will have any ownership unless such interest or ownership shall have been fully disclosed to the Department of Veterans Affairs Regional Office Director.

I WILL NOT ACCEPT any commission, fee or emolument in connection with an assignment from the Department of Veterans Affairs to appraise or inspect a property other than the approved Department of Veterans Affairs appraisal or inspection fee.

ALL MY INTERESTS AND PURSUITES for consideration in relation to applicable Department of Veterans Affairs standards are as follows:

I am a member of the following professional appraisal organization(s):

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(Date)

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(Signature)

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(Typed Name)

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(Address)

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(Address)

(PLEASE NOTIFY US PROMPTLY OF CHANGES OF ADDRESS)

## NOTICE TO FEE APPRAISERS AND COMPLIANCE INSPECTORS

**PRIVACY ACT INFORMATION:** No designation or retention as a fee appraiser or compliance inspector may be made unless a signed signature has been received (38 U.S.C. 210 and 213). Disclosure of the information is voluntary; however, failure to do so will deprive VA of information needed in reaching decisions which could affect you. Responses may be disclosed outside VA only if the disclosure is authorized under the Privacy Act, including the routine uses identified in the VA system of records, 17VA26, Loan Guaranty Fee Personnel and Program Participant Records - VA, published in the Federal Register.

Fee appraisers and compliance inspectors are advised that under Privacy Act routine uses identifying information and the performance records of qualified fee appraisers and compliance inspectors, including any information regarding their termination, non-redesignation, temporary suspension or resignation from participation in the Loan Guaranty Program, including the records of any disciplinary proceedings, may be disclosed to Federal, State, local or non-governmental agencies, businesses, and professional organizations, to permit these entities to employ, continue to employ or contract for the services of qualified fee personnel, monitor the performance of such personnel, and take any appropriate disciplinary action.

Except as may be otherwise expressly authorized by VA regulations, instructions, or directives, designated or approved fee appraisers and compliance inspectors shall not engage in any private pursuits where there may or will be:

- (1) Any connection established that may result in a conflict between the private interests of a VA fee appraiser or compliance inspector and his or her duties and responsibilities to VA and veterans.
- (2) Any connection established that may tend to bias his or her judgment as a VA fee appraiser or compliance inspector.
- (3) Any circumstances wherein information obtained from or through a VA assignment to appraise or to make compliance inspections will be used to the detriment of the Government or veterans.

The foregoing statement of policy and the standards are intended to preclude any fee appraiser or compliance inspector from:

- (1) Selling land to a builder or sponsor and then making an appraisal or compliance inspection of dwelling units erected or to be erected thereon which are or will be purchased by veterans with guaranteed, insured or direct loans.
- (2) Owning an interest in, being employed by, or operating an architectural, engineering, or land planning firm which renders services to builders or sponsors and later accepting an assignment from VA to appraise or inspect dwelling units built or to be built by a particular builder or sponsor for whom architectural, engineering, or land planning services have been or are being rendered by the firm in which the fee appraiser or compliance inspector has employment or an interest.
- (3) Appraising or inspecting dwelling units on VA assignments and later accepting exclusive selling rights for the homes.
- (4) Appraising or inspecting properties for builders or sponsors who are purchasing hazard insurance or title services with respect to those properties from a company in which the fee appraiser or compliance inspector has an interest.
- (5) Owning an interest in a project development by a builder and accepting VA assignments in another VA regional area in respect to dwelling units which the same builder owns, is building, or is handling as real estate broker.
- (6) Having an interest in or representing building supply firms and accepting VA assignments on dwelling units built or to be built by builders or sponsors who deal extensively with such supply firms.
- (7) Accepting a VA assignment to appraise a property if his or her fee is contingent upon supporting a pre-determined conclusion.

The foregoing examples do not include all possible situations where the private interests or pursuits of fee appraisers and compliance inspectors would contravene VA standards. The above specific examples are supplied only to illustrate some of the activities prohibited by the standards.